

Welcome to the 2013 Indiana Teacher of the Year Program!



We are pleased to announce the generous support of our sponsors!

The Center of Excellence in Leadership of Learning (CELL)

was established in 2001 at the University of Indianapolis and serves as a leading convener, catalyst and collaborator for dynamic, innovative education change to dramatically impact student achievement throughout Indiana. Their support of the Indiana Teacher of the Year program is evidence of their commitment to high quality in the teaching profession as essential to the success of Indiana schools and students.

"As we work with school corporations across Indiana to transform schools, we are constantly reminded of the critical importance of the talented teachers who make such a difference for the success of Hoosier students. For this reason, CELL is proud to support the Indiana Teacher of the Year program as a way of honoring the many teachers who provide for the academic, social and emotional needs of students each and every day of the academic year."

Dr. David Dresslar, CEO

CSO Architects has been committed to K-12 education in Indiana since their inception in 1961. This is evidenced by the numerous schools for which they have designed the original structures, additions, or renovations and by their dedication to providing the best possible environments for learning. They truly understand the impact teachers have on the future.

"CSO Architects is proud to sponsor this prestigious program recognizing excellence and creativity in the mission of engaging and transforming the minds and hearts of tomorrow's leaders."

James A. Schellinger, AIA, CEO

The Indiana Department of Education (IDOE) is committed to continuously improving the quality of our K-12 educators. The Indiana Teacher of the Year program is a program that distinguishes outstanding classroom teachers through the selection process that begins in individual schools and culminates in the announcement and celebration of state level award recipients.

"All students in Indiana deserve to have a Teacher of the Year leading their classroom. Year after year, the award recipients have been respected educators who others across the state should emulate. This year is no different, and it is critical we find and recognize the best of the best."

Dr. Tony Bennett, Superintendent of Public Instruction



The Indiana Teacher of the Year Program

The Indiana Department of Education is committed to continuous improvement of K-12 teacher quality. The Indiana Teacher of the Year program distinguishes outstanding classroom teachers through the selection process that begins in individual schools and culminates in the announcement and celebration of state level award recipients.

Many districts select a candidate annually, but we hope this year all school districts will decide to participate in the Teacher of the Year program as an opportunity to recognize excellent teachers. Please consider how your local selection process can become an opportunity to celebrate the many teachers in your district who deserve to be honored for their skill and commitment to education.

- In the process of selecting a district candidate, consider possibilities for identifying and honoring many outstanding teachers in your corporation.
 - Identify a teacher of the week or month
 - Award certificates for specific qualities such as innovation, collaboration, communication
 - Recognize teachers selected or considered from each building as part of a year-end or opening year event
 - Think of other creative recognitions
- Selection of local nominees
 - School corporations utilize various processes to select building nominees—a building committee, the entire staff, principal nomination based on staff and parent input, and numerous other appropriate methods.
 - All nominations should, of course, be void of any type of discrimination.
 - Nominees may be within the first few years of their teaching career or closer to retirement, but the nominee must be an active educator in the same district the following year.
 - Please nominate teachers who demonstrate innovative 21st Century skills and continuing professional growth.
 - Nominees must meet with classes of students e.g., a classroom teacher, a special area teacher, or a library media specialist who also has an instructional role.
- Local recognition
 - The district nominee should receive appropriate recognition such as local publicity. Suggestions are included later in this application packet. **It is important that time be allowed for development of the nominated teacher's portfolio. For that reason, the Department of Education urges local schools to make their selection known to the teacher before the end of the school year, so the nominee can gather letters of support, background materials, and develop the written portions of the portfolio in time for the July 29, 2012, submission deadline for Indiana Teacher of the Year.**

QUALIFICATIONS

Candidates will be considered based on the following criteria that are in alignment with the Council of Chief State School Officers, National Teacher of the Year Program:

- Be an exceptionally dedicated, knowledgeable, and skilled teacher in an Indiana accredited public or non-public school, pre-kindergarten through grade twelve, who is planning to continue in an active teaching status (Supervisory and administrative responsibilities should be of secondary consideration.)
- Inspire students of all backgrounds and abilities to learn
- Have the respect and admiration of students, parents, and colleagues
- Play an active and useful role in the community as well as in the school
- Be poised, articulate, and possess the energy to withstand a taxing schedule

Application Process

Completed portfolios must be received no later than midnight on

July 29, 2012

All materials may be emailed to INTOY@doe.in.gov.

Please list the candidates first and last name, followed by the school corporation in the subject line of the email.

The portfolio should be sent as a Microsoft Word attachment.

When necessary, photos, news clips, etc. may be scanned in and sent as a PDF.

Any additional writing in the body of the email is unnecessary and will not be considered when reviewing the portfolio.

For questions or concerns contact:

Tosha Salyers
Director of Educator Outreach
Indiana Teacher of the Year Program Coordinator
317-232-0581
tsalyers@doe.in.gov

APPLICATION PROCEDURE

APPLICATION MUST INCLUDE: A portfolio of information, according to guidelines below. The application can also be accessed at: <http://www.doe.in.gov/toy/>

PORTFOLIO GUIDELINES

Portfolios that do not comply with the following guidelines will be disqualified during Phase I of the review process.

- Each page must contain a header that indicates which section that page represents.
- All portfolio pages should be letter quality; 12 point font (minimum) using Times New Roman, Helvetica, or Arial; double-spaced (except the Professional Development Section and letters of support); and have 1" margins.

THE PORTFOLIO MUST CONTAIN THE FOLLOWING ITEMS IN THIS ORDER:

I. COVER SHEET

This single page should list the applicant's name, title (ex: Language Arts Teacher, Grades 7 and 8), school, and school corporation.

II. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT

This section must be in outline form. List colleges and universities attended including post-graduate studies. Indicate degrees earned and dates of attendance. List teaching employment history beginning with the most recent and indicating time period, grade level, and subject area.

Include professional association memberships; offices held; service on committees, commissions, and task forces; and other relevant activities. Please list leadership activities in staff development and the training of future teachers as well as awards and other recognition of your teaching. Items should be dated, when possible, and be within the past 10 years. Please limit your response to two typed pages (may be single-spaced).

III. PROFESSIONAL BIOGRAPHY

What were the factors that influenced you to become a teacher? Describe what you consider to be your greatest contributions and accomplishments in education. Please limit your response to two typed, double-spaced pages.

IV. COMMUNITY INVOLVEMENT

Describe your commitment to your community through service-oriented activities, volunteer work, civic and other group activities. Please limit your response to one typed, double-spaced page.

V. PHILOSOPHY OF TEACHING

Describe your personal feelings and beliefs about teaching, including your own perspective of what makes you an outstanding teacher. Describe the rewards you find in teaching. How are your beliefs about teaching demonstrated in your personal teaching style? Please limit your response to two typed, double-spaced pages.

VI. EDUCATION ISSUES AND TRENDS

What do you consider to be the major public education issues today? Address one in depth, outlining possible causes, effects, and resolutions. Please limit your response to two typed, double-spaced pages.

VII. THE TEACHING PROFESSION

What can you do to strengthen and improve the teaching profession? What is and/or what should be the basis for accountability in the teaching profession? Please limit your response to two typed, double-spaced pages.

VIII. NATIONAL TEACHER OF THE YEAR

As the 2013 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would be your message? What would you communicate to your profession and to the general public? Please limit your response to one typed, double-spaced page.

IX. ADDITIONAL INFORMATION

This may include materials such as news clippings, published articles, innovative programs, classroom activities, a sample speech, or other photos within ten years which highlight current strong qualities of the nominee. Please limit to two scanned pages.

X. LETTERS OF SUPPORT

Include three recent letters of support. Letters of support do not need to be double-spaced. One letter must be from the superintendent, and one must be from the principal. The third may be from a colleague, student/former student, parent, or community leader. These letters should be addressed to Dr. Tony Bennett, State Superintendent of Public Instruction. However, do not mail them to the Superintendent's office. Incorporate scanned PDF copies of the letters as the last three pages of the portfolio. Please note that PDF copies must show an original signature or the portfolio will be disqualified. An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities which would qualify the candidate to be Indiana's Teacher of the Year. Letters of support should be no more than one page each.

XI. Instructional Process

Please provide evidence in the portfolio to demonstrate how data drives your instructional process. This evidence must include:

1. **Diagnosis of Student Needs**
Describe a pre-assessment you use in class, or provide a copy if possible. This may be a formal or informal assessment. Also include the student data results for this assessment.
2. **Differentiated Instruction**
Write 3-4 paragraphs explaining how your pre-assessment data drove your next steps in the classroom. Explain how you differentiated your instruction for one student working below grade level, one student working at grade level, and one student working above grade level on this particular standard. You should include any decisions you made based on the data, as well as the teaching strategies implemented. You may also include samples of student work that illustrate the multiple tiers of differentiation you used.
3. **Student Assessment Results and Analysis**
Describe the final assessment for this unit, or provide a copy if possible. Include the student data for this assessment as well. Compare the data from the pre and post assessment. Write a one paragraph summary analyzing the data. You may wish to include the percentage of students who grew, the percentage of students scoring a 90% or above, and/or a comparison of the class averages on each assessment.
4. **Reflection**
Write 2-3 paragraphs reflecting on this entire instructional cycle. Be sure to include what you did well as well as what you would change next time.

Please note: student names must be removed from all data to ensure compliance with privacy laws.

Please limit the writing portion to no more than three pages. Additional pages of assessments and/or student data do not count toward that total.

XII. BASIC DATA SHEET

The Basic Data Sheet is included as the final page of this application packet. Signatures of both the school corporation superintendent and candidate are required on this form. Include a 2 by 3 inch black and white or color photo of candidate. This sheet is for publicity purposes only, and the selection committee will not score it. The basic data sheet must be typed.

HELPFUL PORTFOLIO INFORMATION

National and state review committees agree that the substance of the portfolio is more important than an elaborate presentation (appearance). In other words, candidates should provide well-thought-out text, presented in a neat, easy-to-read format, accompanied by carefully selected background materials. Review committees are not impressed with elaborate presentations of original artwork (unless the teacher is an art teacher) or an excessive number of pictures. Rather, candidates should present themselves clearly and professionally.

Letters of support from former or current students are encouraged.

It is important to highlight examples that illustrate the candidate's ability to go above and beyond what is expected inside and outside of their classroom.

For your guidance, the rating sheets used by the review committee are included with this brochure.

Check and recheck narratives for spelling and typographical errors. While a typo may not eliminate a candidate, it certainly reflects unfavorably on the teacher.

Candidates are not eligible for Indiana Teacher of the Year consideration in consecutive years. A previously nominated candidate's portfolio must be updated with current information in order to be considered by the selection committee. No references to the past Teacher of the Year program should be included.

Do not include hyperlinks in the portfolio.

INDIANA TEACHER OF THE YEAR PORTFOLIO EVALUATION PROCESS

The evaluation and selection of Indiana's Teacher of the Year will be a four-phase process based upon both objective and subjective ratings to achieve a gradual reduction of numbers until the Teacher of the Year and nine finalists are selected.

While numerical rating systems provide objectivity, subjective factors should also be taken into account. Therefore, at the discretion of the entire committee, any portfolio can be retained for consideration until Phase IV is reached.

PHASE I Minimum Requirements

The committee will review, not evaluate, the portfolios to verify that they meet the minimum requirements. Portfolios that do not comply with the minimum requirements will be disqualified during this phase.

PHASE II First Evaluation

Each committee member will review each of the remaining portfolios for content. Using the application procedures as a guide, each portfolio will be rated on a numerical scale. Using a cut-off figure determined at the time of evaluation, a maximum of twenty portfolios will proceed to Phase III. Committee members will not share their ratings with other members.

PHASE III Close Evaluation

Each committee member will review the remaining portfolios in detail. Using the Phase III review instrument as a guide, each portfolio will be examined for specific content. Categories will be awarded points based upon the evaluative conclusions of the committee members. Committee members will not share their ratings with other members. Discussion may be part of the process to select the ten candidates to be interviewed in Phase IV.

PHASE IV Final Selection

Teacher of the Year top ten finalists will be invited to interview before the selection committee. Committee members will utilize a rubric based on the interview questions, aggregated with rubric scores from the portfolio review to determine the final three candidates for Indiana Teacher of the Year. Committee members will then conduct classroom visits with the remaining three candidates. Formal feedback from those visits will be compiled and presented to the committee. Committee members will be allowed the opportunity to speak in support of individuals. It will require a 2/3 majority vote to select the Teacher of the Year. The nine finalists will not be ranked.

INDIANA TEACHER OF THE YEAR PROGRAM PHASE I MINIMUM REQUIREMENTS

Candidate's Name _____

A. Check each required item as you find it.

_____ Candidate's name and school corporation on front page

_____ Header indicating each section

_____ Font size 12 point Times Roman, Helvetica, or Arial

B. Without extensive evaluation, check to see that each section is in the portfolio.

_____ Cover Sheet (1 page)

_____ Professional Development (2 pages)

_____ Professional Biography (2 pages)

_____ Community Involvement (1 page)

_____ Philosophy of Teaching (2 pages)

_____ Education Issues and Trends (2 pages)

_____ The Teaching Profession (2 pages)

_____ National Teacher of the Year (1 page)

_____ Additional Information (2 pages)

_____ Three Letters of Support (3 pages)

_____ Instructional Process (3+ pages)

_____ Basic Data Sheet with picture and required signatures (superintendent and candidate)

NOTE: Portfolios that do not comply with Sections A and B will be disqualified.

C. Based upon information obtained in Sections A and B, do you recommend the portfolio be given further consideration? _____ No _____ Yes

If no, give brief justification _____

Committee member _____

INDIANA TEACHER OF THE YEAR PROGRAM PHASE II FIRST EVALUATION

Candidate's Name _____

Committee members will review each portfolio, using the table below for the first round scoring. Assign each portfolio a numerical value based upon your best judgment and the guidelines in the application packet. Remember, you are giving a general rating and determining which candidates move to Phase III.

RATE THIS PORTFOLIO			
Does Not Meet Requirements (Eliminate)	Meets Minimum Requirements	Average	Outstanding
0	1	2	3

NOTE: Any additional pages you use for notes must be attached to this sheet.

After each person has reviewed each portfolio, a maximum of 20 will be selected for consideration as finalists.

Based upon Phases I and II, do you recommend that this portfolio be given further consideration as a finalist? _____ No _____ Yes

If no, give brief justification _____

Committee member _____

Portfolio Review for Teacher of the Year

Candidate's Name:		Total Score: /150
Committee Member:		

/20

Professional Development

	Post graduate studies, MS degree (candidate receives at least 8/20)		Facilitation of professional development at: ___ school level ___ district level ___ state/national level
	Participation in professional development		
	Commitment to pre-service teachers through participation with universities, could include but is not limited to supervising a student teacher		Recognition for outstanding contributions to profession

/20

Professional Biography

/10	Factors which influenced the decision to become a teacher	/10	Contributions/accomplishments in education
Professional development documented in Professional Development section of portfolio is evident in this section:		Comments:	
Evidence that student data is used to document growth is evident in this section of the portfolio:		Comments:	
Clearly and concisely communicated in portfolio:		Comments:	

/10

Community Involvement

Commitment to service oriented activities displayed by:		Classroom Activities
		School Activities
		Community Activities
Professional development documented in Professional Development section of portfolio is evident in this section:		Comments:
Evidence that student data is used to document growth is evident in this section of the portfolio:		Comments:
Clearly and concisely communicated in portfolio:		Comments:

/30

Philosophy of Teaching

/10	Personal feelings about teaching & what makes them an outstanding educator	/10	Demonstration of beliefs in personal teaching style	/10	Description of rewards found in teaching
Professional development documented in Professional Development section of portfolio is evident in this section:			Comments:		
Evidence that student data is used to document growth is evident in this section of the portfolio:			Comments:		
Clearly and concisely communicated in portfolio:			Comments:		

/20 Education Issues and Trends			
/5	Addresses a specific, relevant issue	/5	Supports causes
/5	Supports effects	/5	Proposes strong solution
Professional development documented in Professional Development section of portfolio is evident in this section:		Comments:	
Evidence that student data is used to document growth is evident in this section of the portfolio:		Comments:	
Clearly and concisely communicated in portfolio:		Comments:	
/20 The Teaching Profession			
/10	Strengthen and improve teaching	/10	Basis for accountability in the teaching profession
Professional development documented in Professional Development section of portfolio is evident in this section:		Comments:	
Evidence that student data is used to document growth is evident in this section of the portfolio:		Comments:	
Clearly and concisely communicated in portfolio:		Comments:	
/20 National Teacher of the Year Message			
/7	Communicating importance of education to society	/7	Message relates to a variety of audiences: parents, teachers, educators, businesses
		/6	Powerful message
Professional development documented in Professional Development section of portfolio is evident in this section:		Comments:	
Evidence that student data is used to document growth is evident in this section of the portfolio:		Comments:	
Clearly and concisely communicated in portfolio:		Comments:	
/10 Additional Information			
	Content of additional information strongly supports the entire portfolio		
Additional Comments:			

PUBLIC RELATIONS AND THE DISTRICT TEACHER OF THE YEAR PROGRAM

The Indiana Teacher of the Year program is a wonderful opportunity to raise awareness in your community of the importance of quality teachers in our schools and to recognize those outstanding teachers serving the students and families in the local community.

When your corporation is ready to announce your local Teacher of the Year, be sure to contact your media sources. This is an advantageous time to not only honor the teacher you have selected, but also communicate the importance of supporting all of your teachers and your school community as a whole.

SAMPLE NEWS RELEASE

MEDIA SOURCE:

CONTACT: Name and contact information

HOLD FOR RELEASE UNTIL: Date and time

Jane B. Doe, first grade teacher at Local Elementary School in Local City, has been named Local School Corporation's Teacher of the Year, Local Superintendent John B. Administrator announced May 16, 2012. The announcement was made at an afternoon awards ceremony honoring teachers.

Doe will represent 100 Local Corporation teachers in the Indiana Teacher of the Year program.

Ms. Doe is known for her ability to (one or two sentences outlining teacher's outstanding qualities), said Superintendent Administrator. "She represents the good qualities held by all of our fine teachers.

A committee of five teachers and three principals selected Doe from among six building-level Teachers of the Year. All were honored at the award ceremony, along with three retiring teachers.

Doe will compile a portfolio of information for submission to the Indiana Teacher of the Year program. Announcement of the Indiana State Teacher of the Year will be made in October.

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Editor/News Director: A list of teachers honored at the award ceremony and a copy of Ms. Doe's vita are attached.

**DON'T FORGET TO UTILIZE SOCIAL NETWORKING
TO SHARE THE GOOD NEWS!!!**

KEYS TO SUCCESS

- 🍎 Start planning early.
- 🍎 Include teachers in the planning process.
- 🍎 Assign a high priority to the program.
- 🍎 Enlist building administrators to participate in and support the program.
- 🍎 Make local teacher recognition the motivation for the program, not just selection of a state-level nominee.
- 🍎 Explore appropriate rewards with local businesses and organizations.
- 🍎 Use the democratic process in selecting your nominee.
- 🍎 Select your nominee early to allow ample time for preparation of the portfolio.
- 🍎 Recognize more than one teacher as part of the local Teacher of the Year recognition program.
- 🍎 Share the good news about great teachers!

For questions or concerns contact:

Tosha Salyers
Director of Educator Outreach
Indiana Teacher of the Year Program Coordinator
317-232-0581
tsalyers@doe.in.gov



TEACHER OF THE YEAR SELECTION PROCESS AND SCHEDULE

Local Process

March

Indiana Teacher of the Year program application and information posted at <http://www.doe.in.gov/toy/>

March-July

School districts select a local Teacher of the Year.

June-July

Local Teachers of the Year compile portfolio.

July

Teacher of the Year portfolios are submitted to the Indiana Department of Education by July 29, 2012.

State Process

August-September

Indiana Teacher of the Year portfolio committee meets to select ten finalists.

September

Indiana Teacher of the Year interview committee meets the ten finalists and selects the Teacher of the Year.

September-October

2013 Indiana Teacher of the Year is announced.

November

Awards banquet

Policy Notification Statement

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS ' 12101, et. seq.)

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204 B Dr. Tony Bennett, State Superintendent of Public Instruction.

Basic Data Sheet

2" x 3"

Photo Required

For Publicity
Purposes Only



CANDIDATE

Name_____ Phone_____

Home Address_____

City, State_____ Zip_____

E-mail Address_____ Years in Present Position_____

Subject and Grade Level_____ Total Years Experience_____

SCHOOL/BUILDING PRINCIPAL

Name_____ Phone_____

School Name_____

School Address_____

City, State_____ Zip_____

SCHOOL DISTRICT/SUPERINTENDENT

Name_____ Phone_____

Corporation Name_____

Corporation Address_____

City, State_____ Zip_____ County_____

I hereby give my permission that any or all of the following materials may be shared with persons interested in promoting the National Teacher of the Year program.

Superintendent's Signature

Candidate's Signature